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GENERAL DEFENSE INTELLIGENCE PROGRAM STAFF

WASHINGTON, D.C. 20340-1025

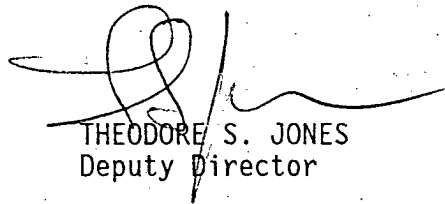
S-008

5 January 1988

MEMORANDUM FOR THE DIRECTOR, INTELLIGENCE COMMUNITY STAFF
(ATTN: DIRECTOR, PROGRAM BUDGET STAFF)

SUBJECT: Congressional Tasking -- Equal Employment Opportunity (EEO)

Enclosed is the annual report on EEO requested by the HPSCI. We remain concerned that data for NFIP components cannot be compared because we lack specific NFIP definitions for the Professional, Technical, and Clerical and Wage Grade job categories.


THEODORE S. JONES
Deputy Director

Enclosure
GDIP Report on EEO (S)

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GDIP Staff, [redacted] /jlb/5 Jan 88

SUBJECT: Congressional Tasking -- Equal Employment Opportunity

Suspense: Not applicable.

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SECRETGENERAL DEFENSE INTELLIGENCE PROGRAM (GDIP)
REPORT ON EQUAL EMPLOYMENT OPPORTUNITY (EEO)

5 January 1988

- The GDIP encompasses general military intelligence resources of the Services and Defense Intelligence Agency. Service GDIP activities operate within the framework of parent Service EEO programs.
- GDIP organizations achieved gains in hiring women and minorities during FY 1987. Compared to FY 1986, women employees on board at the end of FY 1987 rose from 38.8 to 38.9 percent and minorities increased from 15.8 to 16.1 percent. For new hires in FY 1987 versus FY 1986, women grew from 45.5 to 50.0 percent and minorities improved from 22.7 to 23.1 percent. Also, minorities entering professional positions expanded from 8.6 to 11.6 percent.
- The following sections describe recruitment and Affirmative Action Programs (AAP's) for each GDIP component.

ARMY GDIP ACTIVITIES

- Army GDIP activities participate in Department of the Army EEO programs. Army has an active affirmative employment program targeted at minorities, women, and handicapped individuals. Total Army work force minority statistics compare favorably with national civilian labor force data. Minorities comprise 24.8 percent of the Army civilian work force, compared with a minority representation of 18.0 percent in the national white collar labor force and 20.8 percent in the blue collar labor force.
- Army actively recruits at colleges and universities with sizeable minority enrollment. Additionally, many positions are filled internally to provide advancement opportunities for individuals already employed with Army.
- Army-wide, major command, and installation level affirmative action plans analyze barriers to employment and advancement of minorities and outline steps to be taken to overcome those barriers. The Army personnel management evaluation system provides for a review of EEO programs when regularly scheduled on-site personnel management surveys are conducted. Army reviews these surveys, Equal Employment Opportunity Commission surveys, and complaints of discrimination, particularly class action complaints, to improve personnel management affirmative actions.
- Army major career fields are included in approximately 20 centrally managed career programs. Functional program leaders are regularly briefed on affirmative employment status of their programs and on recommendations for supervisor involvement in affirmative action.
- A major area of emphasis in Army's affirmative action guidance is on increasing representation of minorities and women in GS- and GM-13 through 15 positions. This involves outreach efforts to minority group

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organizations, participation in job fairs, and recruitment displays at conferences. Also, Army is making a special efforts to increase Army minority employees in long term training programs.

NAVY GDIP ACTIVITIES

● All Navy GDIP activities are subject to Department of the Navy policy on Affirmative Action and EEO. Annual Affirmative Action and Federal Equal Opportunity Recruitment Program (FEORP) plans establish goals based on underrepresentation, identify existing barriers, and develop strategies to overcome barriers. AAP's include on-campus recruitment, newspaper advertisements, career days, and upward mobility. Recruitment targets minorities and females for underrepresented occupational fields and senior grades. All managers and supervisors have access to EEO and AAP plans and must consider them when personnel decisions are made.

● In addition to the EEO and AAP plans, Navy GDIP activities have related procedures for position selection. Each selection is announced by dated notice and a panel is established to review applications and interview candidates. Each selection panel includes an EEO representative, who briefs EEO and AAP requirements and provides guidelines that must be considered in the selection.

● Upward mobility positions are specifically targeted by the EEO office. Upward mobility gives employees at the GS-9 level and below an opportunity to move out of the technical and clerical fields into fields which have greater promotion potential.

● EEO performance is a key factor in performance appraisals for Navy managers and supervisors. Within the Atlantic and Pacific Commands, position descriptions of both military and civilian supervisors reflect EEO responsibilities.

AIR FORCE GDIP ACTIVITIES

● Air Force GDIP organizations take part in Department of the Air Force EEO programs. Air Force policy ensures equal opportunity regardless of race, religion, color, sex, national origin, age, or handicapping condition for all employees or candidates. The Affirmative Employment Program provides a work environment where all personnel can advance to their highest potential, and it eliminates underrepresentation. Affirmative employment is an integral part of Air Force personnel management. Technical responsibilities for EEO requirements are a function of the Civilian Personnel Officer. Management aspects such as selection for employment, promotion, and training are the responsibility of individual managers and supervisors.

● Each Air Force organization with a central civilian personnel office (CCPO) has an AAP Plan (AAPP) for all employees. The AAPP is a cooperative effort of EEO and AAP officials and management. Organizations with large

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work forces develop organizational AAPP's that serve as inputs to the installation AAPP. Commanders are responsible for achieving installation goals. Major commands (MAJCOM's) consolidate installation goals, and MAJCOM's and Headquarters Air Force monitor quarterly progress.

• Air Force GDIP authorizations are spread out through 15 commands serviced by 21 CCPO's. As a result, there are no centralized GDIP recruitment, hiring, and promotion policies for minorities. The Foreign Technology Division (FTD) has over 40 percent of Air Force GDIP positions. FTD conducts an extensive recruitment program for engineers and other scientific and technical fields. This includes on-campus college recruitment at predominantly minority schools and other schools with high minority or female enrollments. FTD also recruits through the Ohio state employment services and several Ohio Urban Leagues, and it advertises in the Hispanic Times, the U.S. Black Engineer, and the Minority Engineer.

• Special Emphasis Programs (SEP's) play an important role in recruitment of minorities. SEP Managers assist in recruitment, employment, and advancement of minorities and women in the federal work force and assist managers and supervisor with Affirmative Employment Programs. For example, FTD SEP managers target recruitment through local community organizations. Each Air Force installation has a Hispanic Employment Program, a Federal Women's Program, a Black Employment Program, and a Handicapped Individuals Program. In addition, Air Force encourages establishment of American Indian and Alaskan Native and Asian American and Pacific Islander Employment Programs where needed.

• All Air Force bases use student employment to further affirmative employment. Student programs include cooperative education, Junior Fellowship, summer hire, and stay-in-school. The largest command, Air Force Logistics Command, has a "grow your own" engineer program which grants financial aid for undergraduate degrees in exchange for post-graduation employment commitments. Many minority and female students have benefited from this program.

DEFENSE INTELLIGENCE AGENCY (DIA)

• DIA prepared FY 1987 AAP's for Minorities and Women and for Handicapped Individuals and forwarded the plans to the Office of the Secretary of Defense and the Equal Employment Opportunity Commission (EEOC).

• The DIA EEO staff participated in minority and women national conferences including the Image Conference, the Federally Employed Women's Conference, the National Association for the Advancement of Colored People (NAACP) Conference, and the Blacks-In-Government Training Conference.

• Federal Equal Opportunity Recruitment is an integral part of DIA recruitment. The Agency's FEORP plan emphasizes college recruitment, upward mobility, and targeted paid advertising. It focuses efforts on the main DIA occupations -- intelligence analyst and computer specialist -- with 100 or

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more personnel each.

● College recruitment visits were scheduled during the last year to the following historically black college and universities (HBCU's): Hampton Institute, Morehouse College, Morgan State College, Southern University, University of Maryland Eastern Shore, Tuskegee Institute, and Bethune-Cookman College. DIA representatives also visited schools in the Southwest and West with a large number of Hispanic, Native American, and Oriental students. These included Arizona State University, University of Texas El Paso, University of New Mexico, San Francisco State University, University of San Francisco, University of California at Los Angeles, and San Diego State University.

● DIA ran entry-level professional advertisements in campus newspapers, including: Maroon Tiger (Morehouse College), Campus Digest (Tuskegee Institute), Blue and White Flash (Jackson State University), Digest (Southern University), Register (North Carolina Agricultural and Technical), Prospector (University of Texas El Paso), Daily Lobo (University of New Mexico), Round-Up (New Mexico University), Arizona Daily Wildcat (University of Arizona), State Press (Arizona State University), Daily Bruin (University of California at Los Angeles), and Foghorn (University of San Francisco).

● The Agency also participated in job fairs oriented toward minorities and women, including: Rio Grande Hi-Tech Minority Job Fair (for Hispanics and Native Americans), Arthur A. Fletcher United Negro College Fund Job Fair (for Blacks), and Blacks-In-Government Job Fair and Exhibit (for Blacks).

● DIA advertised in career development guides to attract minority and women mid- and senior-level engineers. These guides were distributed at annual meetings of the Society of Women Engineers, the National Urban League, the NAACP, the Society of Hispanic Professional Engineers, the National Society of Black Engineers, and the League of United Latin American Citizens.

● DIA Upward Mobility Programs train individuals to fill vacant positions for which they otherwise would not qualify. Current Agency employees are selected to participate based on demonstrated high growth potential. Approximately 20 individuals have completed Upward Mobility Programs in the past five years and are performing well in their respective career fields.

● Senior DIA management is directly involved in EEO programs. The Director, DIA, has published an EEO policy statement. It encourages managers and supervisors to support goals and objectives of Affirmative Employment. It also emphasizes prevention of sexual harassment.

EMPLOYMENT DATA

● Enclosures 1 through 5 give summary data for United States national GDIP civilian employees as of 30 September 1987. For the formats:

-- "Professionals" include occupational series listed in EEOC Manual

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EEO-MD-707, Appendix A, as "Professional" and "Administrative."

-- "Technical" include series listed by the EEOC as "Technical."

-- "Clerical and Wage Grade" include series listed by the EEOC as "Clerical" and "Other."

-- "SES" includes Senior Executive Service and Defense Intelligence Senior Executive Service.

5 Enclosures

1. Distribution of Employees (S)
2. Total FY 87 Hiring (S)
3. Professionals Entered on Duty (EOD) in FY 1987 (S)
4. Technicals Entered on Duty (EOD) in FY 1987 (S)
5. Clerical & Wage Grade Entered on Duty (EOD) in FY 1987 and Summary of FY 1987 EOD Counts (S)

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DISTRIBUTION OF EMPLOYEES

Schedule & Grade	Total	White		Black		Asian		Hispanic		Native American		Other
		Total	Women	Total	Women	Total	Women	Total	Women	Total	Women	Unidentified
GS-01-03	214	132	118	77	66	3	3	1	1	1	1	0
GS-04	256	153	131	94	78	2	2	1	1	2	2	4
GS-05	507	357	298	129	99	10	8	7	5	4	3	0
GS-06	414	289	258	102	86	15	13	6	6	2	2	0
GS-07	673	539	363	110	82	9	6	8	5	7	4	0
GS-08	250	163	128	77	67	1	0	6	4	3	3	0
GS-09	689	557	236	105	70	15	3	9	2	1	0	2
GS-10	60	45	26	15	5	0	0	0	0	0	0	0
GS-11	831	703	237	93	50	21	4	12	6	2	1	0
GS-12	1406	1248	278	87	41	51	16	14	6	5	0	1
GS-13	1290	1194	170	61	23	23	1	8	2	2	1	2
GS-14	905	859	78	28	4	9	2	8	1	1	0	0
GS-15	398	386	25	3	1	5	1	3	0	1	0	0
Total GS	7893	6625	2346	981	672	164	59	83	39	31	17	9
SES-01	9	9	0	0	0	0	0	0	0	0	0	0
SES-02	9	9	0	0	0	0	0	0	0	0	0	0
SES-03	21	21	1	0	0	0	0	0	0	0	0	0
SES-04	14	13	1	0	0	1	0	0	0	0	0	0
SES-05	3	3	0	0	0	0	0	0	0	0	0	0
SES-06	0	0	0	0	0	0	0	0	0	0	0	0
SES-AF*	5	5	0	0	0	0	0	0	0	0	0	0
Wageboard	147	105	12	39	7	0	0	2	0	1	0	0
Total Strength	8101	6790	2360	1020	679	165	59	85	39	32	17	9

*Specific SES grades are not available for Air Force GDIP employees.

Enclosure 1 to GDIP EEO Report

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TOTAL FY 87 HIRING

Schedule & Grade	White		Black		Asian		Hispanic		Native American	
	Total	Women	Total	Women	Total	Women	Total	Women	Total	Women
GS-01	0	0	0	0	0	0	0	0	0	0
GS-02	27	26	27	25	0	0	0	0	2	2
GS-03	56	52	48	45	2	2	0	0	1	1
GS-04	58	50	19	17	1	1	0	0	0	0
GS-05	94	69	32	18	4	3	2	1	1	0
GS-06	49	47	22	21	5	5	1	1	1	1
GS-07	157	69	20	14	3	1	2	0	2	2
GS-08	12	4	2	2	1	0	1	0	1	1
GS-09	102	17	8	3	9	2	6	1	2	0
GS-10	4	1	1	0	0	0	0	0	0	0
GS-11	96	19	7	1	2	0	0	0	0	0
GS-12	97	25	8	3	2	0	2	1	0	0
GS-13	73	12	8	2	1	0	1	0	0	0
GS-14	30	3	3	1	1	0	1	1	0	0
GS-15	15	0	1	0	0	0	0	0	0	0
SES	3	0	1	0	0	0	0	0	0	0
Wageboard	7	1	1	0	0	0	0	0	0	0
Totals	880	395	208	152	31	14	16	5	10	7

White Men = 485
 White Women = 395
 Minority Men = 87
 Minority Women = 178

All Women = 573
 All Minorities = 265

Enclosure 2 to GDIP EEO Report

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PROFESSIONALS ENTERED ON DUTY (EOD) IN FY 1987

Schedule & Grade	White	Black	Hispanic	Asian-Pacific	Other
SES	3	1	0	0	0
GS-15	15	1	0	0	0
GS-14	30	3	1	1	0
GS-13	73	8	1	1	0
GS-12	89	8	1	1	0
GS-11	88	7	0	3	0
GS-10	3	1	0	0	0
GS-09	85	5	6	4	2
GS-08	7	1	1	1	0
GS-07	121	7	0	3	0
GS-06	3	0	0	0	0
GS-05	21	1	1	1	0
Other	1	0	0	0	0
Total Professionals	539	43	11	15	2

Enclosure 3 to GDIP EEO Report

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TECHNICALS ENTERED ON DUTY (EOD) IN FY 1987

Schedule & Grade	White	Black	Hispanic	Asian-Pacific	Other
GS-12	8	0	1	1	0
GS-11	8	1	0	0	0
GS-10	1	0	0	0	0
GS-09	16	2	0	4	0
GS-08	1	0	0	0	0
GS-07	12	4	0	0	0
GS-06	4	2	0	0	0
GS-05	7	2	0	0	0
GS-04	9	6	0	0	0
GS-03	4	2	0	0	1
GS-02	0	0	0	0	0
Other	0	0	0	0	0
Total Technicals	70	19	1	5	1

Enclosure 4 to GDIP EEO Report

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CLERICAL & WAGE GRADE ENTERED ON DUTY (EOD) IN FY 1987

Schedule & Grade	White	Black	Hispanic	Asian-Pacific	Other
GS-09	1	1	0	0	0
GS-08	4	1	0	0	1
GS-07	24	9	2	0	2
GS-06	41	20	1	5	1
GS-05	65	29	1	3	1
GS-04	51	13	0	1	0
GS-03	52	45	0	2	0
GS-02	26	27	0	0	2
Wageboard	7	1	0	0	0
Total Clerical & Wage Grade	271	146	4	11	7

SUMMARY OF FY 1987 EOD COUNTS

Category	White	Black	Hispanic	Asian-Pacific	Other
Professional	539	43	11	15	2
Technical	70	19	1	5	1
Clerical/WG	271	146	4	11	7
Total	880	208	16	31	10

Enclosure 5 to GDIP EEO Report

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